

## ***BASIC SKILLS EDUCATION PROGRAM (BSEP)***

This class is designed to help you improve your basic skills in mathematics, vocabulary, and reading comprehension: The three areas used to determine your G.T. Score.

In order to improve your G.T. Score, you must take the entire A.S.V.A.B. battery of eight tests:

- General Science
- Arithmetic Reasoning
- Word Knowledge
- Paragraph Comprehension
- Mathematics Knowledge
- Electronics Information
- Auto & Shop Information
- Mechanical Comprehension

You are allowed to retake the A.S.V.A.B. only 3 times after entering the service and there must be a full 6 months between test dates.

### ***CLASS PROCEDURES***

- TABE Test:** Take parts 1 and 2 of TABE when you begin. Retake parts 1 and 2 before you test out.
- Class Time:** MON – FRI 0730-1130 with three 10-min breaks each day.  
Class does not meet on national holidays and on accompanying training holidays.
- Dress:** Duty Uniform (No P.T. Uniform!)
- Sign In:** Sign in and out each day (Give a reason if arriving late or leaving early).  
You do not need to sign out for breaks, but you must sign out if you need to leave for longer than 10 minutes and sign back in when you return.
- Reports:** Each Friday, a weekly report of your attendance will be sent to your 1<sup>st</sup> Sergeant and NCOIC.
- Food:** You may bring food and drink to class. (Keep it away from the computers.) Police your own area.
- Supplies:** Workbooks will be checked out to you – do not write in them. Use scratch paper instead. Scratch paper and pencils are provided.

### ***CLASS COMPLETION***

- Dropping Out:** If you are unable to continue in the class, inform your instructor and return all materials checked out to you.  
  
Excessive absences may result in your being dropped from the class.  
  
In either case, your 1<sup>st</sup> Sergeant and NCOIC will be notified by e-mail.
- Testing Out:** Our goal is for you to acquire a G.T. Score of 110 or higher. When your class average indicates that you have improved your skills sufficiently to achieve this goal, you will be scheduled to take the A.S.V.A.B. You will complete a DA Form 4187 and have it signed by your commander. On the date scheduled, you will report to the testing center (Bldg. 2100, Inductee Center, Reception Center, Grant Hall) in uniform with your signed 4187.  
  
When you have completed the test, you will return to the Truman Education Center, turn in any materials you still have checked out and learn your new G.T. Score.  
  
Two days after the test day, you will pick up a hard copy of your test results at the Education Center. You should later check your ERB to ensure that your data has been updated correctly.